

29 May 1952

MEMORANDUM

TO : Chief, Finance Division

FROM : Chief, Southeastern Europe Division

SUBJECT : Authority to Grant Rental Advances [REDACTED]

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1. Real Estate practices within [REDACTED] have been for sometime and 25X1A6a continue at present, to demand the Lessee deposit from six months' to one year's rent in advance to secure living quarters. Accordingly, our personnel have had to comply with this custom. Quite obviously, very few, if any of our people are able to produce such sums of money and are forced to seek approval to draw rental advances with which to obtain housing. This Organization, as does the Department of State, recognizes and approves this local ground rule and permits the individuals to draw necessary sums within established limitations.

2. The present procedure necessitates the [REDACTED] Station to send a 25X1A6a cable, requesting approval to advance an employee the necessary funds. (Time usually precludes pouching such requests.) Headquarters must then answer by cable granting such approval. This latter step is most usually conditioned by the amount of living allowance allotted the individual and the determination that said advance will not exceed the sum total of the allowances for the stated period.

3. Since this Organization recognizes and approves this real estate practice and since the determination is in most instances a purely administrative one of simple mathematics, it would appear more desirable both from the standpoint of efficiency and economy to transfer this function to the Field. It is therefore requested authority be issued transferring the responsibility of granting rental advances, within the limitations set forth below, to the Senior Representative [REDACTED].

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4. The following conditions will govern an approval by the Senior Representative:

- a. A rental advance may not exceed one year.
- b. Amounts advanced must not exceed the sum total of authorized quarters allowances for the requested period.
- c. All outstanding advances must be liquidated before granting any additional ones.

5. The above has been discussed verbally with the Finance Division, who are in general agreement with proposal.

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[REDACTED]  
Chief, Southeastern Europe Division

Approved:

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[REDACTED]  
Chief, ADMIN, OPC

Approved:

25X1A9a

[REDACTED]  
Chief, ADMIN, OSO